



St. PETER'S
COLLEGE OF ENGINEERING & TECHNOLOGY
(An Autonomous Institution)
Affiliated to Anna University | Approved by AICTE
Avadi, Chennai - 600 054



College Name: St. Peter's College of Engineering and Technology.

Profile: St. Peter's College of Engineering and Technology, Avadi, Chennai - 54, a Self Finance Institution under Anna University, Chennai (URL: www.spcet.ac.in) boasts of 14 year legacy of producing quality and industry-ready Engineers.

Salient features of SP CET:

We offer B.E courses in Computer Science & Engineering, Civil Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, Mechanical Engineering, B.Tech Computer science and Business system, Artificial Intelligence & Data Science, Bio Technology, Chemical Engineering and Information Technology. We also offer 2 PG courses in the disciplines of Computer Science & Engineering, and MBA in HR/Finance/Marketing/Operations/

Business Analytics:

2000+ students are studying in SP CET at present; more than 7000 Engineers have been graduated for the past Ten years consecutively. SP CET has been positioned among the top 10 Colleges in Chennai region and more than 40 University ranks received so far.

Job Title: Junior Assistant / Clerk

Faculty Requirement: Office

Qualification / Experience:

- Bachelor's Degree (Preferably B.Com / BBA/ MBA)
- Good communication skills in English and Tamil
- Proficiency in MS Office and basic computer operations
- Minimum 2 year of relevant office / clerical experience preferred
- Fresher's with good computer knowledge may also apply

Salary: As per College Norms

Job Responsibilities:

- Maintenance of office records and files
- Preparation of letters, reports, and official correspondence
- Data entry and coordination with departments
- Assisting in administrative and clerical tasks

Job Location: Avadi, Chennai - 600054

How to Apply: Send the softcopy of resume with recent passport-size photo with all certificates to e-mail.

Apply Mode: career@spcet.ac.in

Last Date to Apply: 15.06.26

College Website URL: <https://www.spcet.ac.in>

Postal Address with Contact Number: St. Peter's College of Engineering and Technology, Avadi, Chennai - 600054. Contact no: 044-26558091



PRINCIPAL

St. Peter's College of Engineering & Technology,
Avadi, Chennai-600 054.

